

Office of Support Services 1281 Hwy 51 N Madison, MS 39110

H.S. McMillan

AGENCY ADDRESS

CHIEF EXECUTIVE OFFICER

	Actual Expenses FY Ending June 30, 2009	Estimate Expenses FY Ending June 30, 2010	Requested for FY Ending June 30, 2011	Requested Increase (+) or Decrease (-) FY 2011 vs. FY 2010 (Col. 3 vs. Col. 2)	
				AMOUNT	PERCENT
I. A. PERSONAL SERVICES					
1. Salaries, Wages & Fringe Benefits (Base)	1,844,051	1,940,550	1,940,550		
a. Additional Compensation			73,175		
b. Proposed Vacancy Rate (Dollar Amount)					
c. Per Diem					
Total Salaries, Wages & Fringe Benefits	1,844,051	1,940,550	2,013,725	73,175	3.77%
2. Travel					
a. Travel & Subsistence (In-State)	63,053	60,000	60,000		
b. Travel & Subsistence (Out-of-State)	76,024	44,727	44,727		
c. Travel & Subsistence (Out-of-Country)					
Total Travel	139,077	104,727	104,727		
B. CONTRACTUAL SERVICES (Schedule B):					
a. Tuition, Rewards & Awards	26,344	30,000	30,000		
b. Communications, Transportation & Utilities	47,723	46,750	46,750		
c. Public Information	3,288	7,000	7,000		
d. Rents	91,376	24,000	24,000		
e. Repairs & Service	36,930	34,249	34,249		
f. Fees, Professional & Other Services	141,317	80,000	80,000		
g. Other Contractual Services	15,588	16,200	16,200		
h. Data Processing	51,142	30,000	30,000		
i. Other	4,763				
Total Contractual Services	418,471	268,199	268,199		
C. COMMODITIES (Schedule C):					
a. Maintenance & Construction Materials & Supplies					
b. Printing & Office Supplies & Materials	45,837	25,800	28,500	2,700	10.46%
c. Equipment, Repair Parts, Supplies & Accessories	7,288	7,300	10,000	2,700	36.98%
d. Professional & Scientific Supplies & Materials	917	700	1,250	550	78.57%
e. Other Supplies & Materials	105,426	29,960	44,010	14,050	46.89%
Total Commodities	159,468	63,760	83,760	20,000	31.36%
D. CAPITAL OUTLAY:					
1. Total Other Than Equipment (Schedule D-1)					
2. Equipment (Schedule D-2):					
b. Road Machinery, Farm & Other Working Equipment					
c. Office Machines, Furniture, Fixtures & Equipment	1,198	2,000	2,000		
d. IS Equipment (Data Processing & Telecommunications)	7,438	12,357	12,357		
e. Equipment - Lease Purchase					
f. Other Equipment	370	800	800		
Total Equipment (Schedule D-2)	9,006	15,157	15,157		
3. Vehicles (Schedule D-3)					
4. Wireless Comm. Devices (Schedule D-4)	376	900	900		
E. SUBSIDIES, LOANS & GRANTS (Schedule E):	173,652	170,105	190,105	20,000	11.75%
TOTAL EXPENDITURES	2,744,101	2,563,398	2,676,573	113,175	4.41%
II. BUDGET TO BE FUNDED AS FOLLOWS:					
Cash Balance-Unencumbered					
General Fund Appropriation (Enter General Fund Lapse Below)					
State Support Special Funds					
Federal Funds					
Other Special Funds (Specify)					
Transfers - Fund 3335	2,744,101	2,563,398	2,676,573	113,175	4.41%
Less: Estimated Cash Available Next Fiscal Period					
TOTAL FUNDS (equals Total Expenditures above)	2,744,101	2,563,398	2,676,573	113,175	4.41%
GENERAL FUND LAPSE					
III. PERSONNEL DATA					
Number of Positions Authorized in Appropriation Bill					
a.) Full Perm	23	25	25		
b.) Full T-L					
c.) Part Perm.	1	1	1		
d.) Part T-L					
Average Annual Vacancy Rate (Percentage)					
a.) Full Perm	16.79	10.00	10.00		
b.) Full T-L					
c.) Part Perm.	75.00	25.00	25.00		
d.) Part T-L					

Approved by: H.S. McMillan
Official of Board or Commission

Budget Officer: Chris Howard / choward@mdrs.state.ms.us

Phone Number: 601-853-5220

Submitted by: H.S. McMillan
Name

Title: Executive Director

Date: August 14, 2009

REQUEST BY FUNDING SOURCE

Name of Agency Office of Support Services

Specify Funding Sources As Shown Below	FY 2009 Actual Amount	% Of Line Item	% Of Total Budget	FY 2010 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2011 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	1,844,051	100.00%		1,940,550	100.00%		2,013,725	100.00%	
10.									
11.									
12.									
Total Salaries	1,844,051		67.20%	1,940,550		75.70%	2,013,725		75.23%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	139,077	100.00%		104,727	100.00%		104,727	100.00%	
10.									
11.									
12.									
Total Travel	139,077		5.06%	104,727		4.08%	104,727		3.91%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	418,471	100.00%		268,199	100.00%		268,199	100.00%	
10.									
11.									
12.									
Total Contractual	418,471		15.24%	268,199		10.46%	268,199		10.02%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	159,468	100.00%		63,760	100.00%		83,760	100.00%	
10.									
11.									
12.									
Total Commodities	159,468		5.81%	63,760		2.48%	83,760		3.12%

REQUEST BY FUNDING SOURCE

Name of Agency Office of Support Services

Specify Funding Sources As Shown Below	FY 2009 Actual Amount	% Of Line Item	% Of Total Budget	FY 2010 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2011 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335									
10.									
11.									
12.									
Total Other Than Equipment									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	9,006	100.00%		15,157	100.00%		15,157	100.00%	
10.									
11.									
12.									
Total Equipment	9,006		0.32%	15,157		0.59%	15,157		0.56%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335									
10.									
11.									
12.									
Total Vehicles									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	376	100.00%		900	100.00%		900	100.00%	
10.									
11.									
12.									
Total Wireless Comm. Devices	376		0.01%	900		0.03%	900		0.03%

REQUEST BY FUNDING SOURCE

Name of Agency Office of Support Services

Specify Funding Sources As Shown Below	FY 2009 Actual Amount	% Of Line Item	% Of Total Budget	FY 2010 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2011 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	173,652	100.00%		170,105	100.00%		190,105	100.00%	
10.									
11.									
12.									
Total Subsidies, Loans & Grants	173,652		6.32%	170,105		6.63%	190,105		7.10%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7.									
8. Federal _____ Other Special (Specify) _____									
9. Transfers - Fund 3335	2,744,101	100.00%		2,563,398	100.00%		2,676,573	100.00%	
10.									
11.									
12.									
TOTAL	2,744,101		100.00%	2,563,398		100.00%	2,676,573		100.00%

SPECIAL FUNDS DETAIL

Office of Support Services

Name of Agency

S. STATE SUPPORT SPECIAL FUNDS		(1) Actual Revenues FY 2009	(2) Estimated Revenues FY 2010	(3) Requested Revenues FY 2011
Source (Fund Number)	Detailed Description of Source			
Budget Contingency Fund	BCF - Budget Contingency Fund			
Education Enhancement Fund	EEF - Education Enhancement Fund			
Health Care Expendable Fund	HCEF - Health Care Expendable Fund			
Tobacco Control Fund	TCF - Tobacco Control Fund			
ARRA - Education, Discretionary, FMAP	ARRA - Education, Discretionary, FMAP			
Section S TOTAL				

A. FEDERAL FUNDS*		Percentage Match Requirement		(1) Actual Revenues FY 2009	(2) Estimated Revenues FY 2010	(3) Requested Revenues FY 2011
Source (Fund Number)	Detailed Description of Source	FY 2010	FY 2011			
	Cash Balance-Unencumbered					
Section A TOTAL						

B. OTHER SPECIAL FUNDS (NON-FED'L)		(1) Actual Revenues FY 2009	(2) Estimated Revenues FY 2010	(3) Requested Revenues FY 2011
Source (Fund Number)	Detailed Description of Source			
	Cash Balance-Unencumbered			
Transfers - Fund 3335 (3335)	Transfer of funds from other DRS Offices	2,744,101	2,563,398	2,676,573
Section B TOTAL		2,744,101	2,563,398	2,676,573
Section S + A + B TOTAL		2,744,101	2,563,398	2,676,573

C. TREASURY FUND/BANK ACCOUNTS*			(1) Reconciled Balance as of 6/30/09	(2) Balance as of 6/30/10	(3) Balance as of 6/30/11
Name of Fund/Account	Fund/Account Number	Name of Bank (If Applicable)			
Support Services					

* Any non-federal funds that have restricted uses must be identified and narrative of restrictions attached.

**NARRATIVE OF SPECIAL FUNDS DETAIL
AND TREASURY FUND/BANK ACCOUNTS**

Office of Support Services

Name of Agency

STATE SUPPORT SPECIAL FUNDS

OTHER SPECIAL FUNDS

N/A

TREASURY FUND/BANK

MDRS allocates indirect costs under an approved Cost Allocation Plan. Costs are accumulated in this appropriation unit and then subsequently allocated to all programs administered by MDRS. Therefore, since these funds are allocated to other programs, this funding source is considered "Other" funding.

CONTINUATION AND EXPANDED REQUEST

Office of Support Services _____
AGENCY

Program No. _____ of _____ Programs

SUMMARY OF ALL PROGRAMS

PROGRAM

	FY 2009 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe				1,844,051	1,844,051
Travel				139,077	139,077
Contractual Services				418,471	418,471
Commodities				159,468	159,468
Other Than Equipment					
Equipment				9,006	9,006
Vehicles					
Wireless Comm. Devs.				376	376
Subsidies, Loans & Grants				173,652	173,652
Total				2,744,101	2,744,101
No. of Positions (FTE)				24.00	24.00

	FY 2010 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe				1,940,550	1,940,550
Travel				104,727	104,727
Contractual Services				268,199	268,199
Commodities				63,760	63,760
Other Than Equipment					
Equipment				15,157	15,157
Vehicles					
Wireless Comm. Devs.				900	900
Subsidies, Loans & Grants				170,105	170,105
Total				2,563,398	2,563,398
No. of Positions (FTE)				26.00	26.00

	FY 2011 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe				73,175	73,175
Travel					
Contractual Services					
Commodities				20,000	20,000
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants				20,000	20,000
Total				113,175	113,175
No. of Positions (FTE)					

Note: FY2011 Total Request = FY2010 Estimated + FY2011 Incr(Decr) for Continuation + FY2011 Expansion/Reduction of Existing Activities + FY2011 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of Support Services _____
AGENCY

Program No. _____ of _____ Programs

SUMMARY OF ALL PROGRAMS

PROGRAM

	FY 2011 Expansion/Reduction of Existing Activities				
	(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2011 New Activities				
	(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2011 Total Request				
	(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe				2,013,725	2,013,725
Travel				104,727	104,727
Contractual Services				268,199	268,199
Commodities				83,760	83,760
Other Than Equipment					
Equipment				15,157	15,157
Vehicles					
Wireless Comm. Devs.				900	900
Subsidies, Loans & Grants				190,105	190,105
Total				2,676,573	2,676,573
No. of Positions (FTE)				26.00	26.00

Note: FY2011 Total Request = FY2010 Estimated + FY2011 Incr(Decr) for Continuation + FY2011 Expansion/Reduction of Existing Activities + FY2011 New Activities.

**SUMMARY OF PROGRAMS
FORM MBR-1-03sum**

Office of Support Services
Agency Name

FUNDING REQUESTED FISCAL YEAR 2011

	PROGRAM	GENERAL	ST.SUPP.SPECIAL	FEDERAL	OTHER SPECIAL	TOTAL
1.	OFFICE OF SUPPORT SERVICES				2,676,573	2,676,573
	SUMMARY OF ALL PROGRAMS				2,676,573	2,676,573

CONTINUATION AND EXPANDED REQUEST

Office of Support Services
AGENCY

Program No. 1 of 1 Programs

OFFICE OF SUPPORT SERVICES

PROGRAM

	FY 2009 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe				1,844,051	1,844,051
Travel				139,077	139,077
Contractual Services				418,471	418,471
Commodities				159,468	159,468
Other Than Equipment					
Equipment				9,006	9,006
Vehicles					
Wireless Comm. Devs.				376	376
Subsidies, Loans & Grants				173,652	173,652
Total				2,744,101	2,744,101
No. of Positions (FTE)				24.00	24.00

	FY 2010 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe				1,940,550	1,940,550
Travel				104,727	104,727
Contractual Services				268,199	268,199
Commodities				63,760	63,760
Other Than Equipment					
Equipment				15,157	15,157
Vehicles					
Wireless Comm. Devs.				900	900
Subsidies, Loans & Grants				170,105	170,105
Total				2,563,398	2,563,398
No. of Positions (FTE)				26.00	26.00

	FY 2011 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe				73,175	73,175
Travel					
Contractual Services					
Commodities				20,000	20,000
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants				20,000	20,000
Total				113,175	113,175
No. of Positions (FTE)					

Note: FY2011 Total Request = FY2010 Estimated + FY2011 Incr(Decr) for Continuation + FY2011 Expansion/Reduction of Existing Activities + FY2011 New Activities.

CONTINUATION AND EXPANDED REQUEST

Office of Support Services
AGENCY

Program No. 1 of 1 Programs

OFFICE OF SUPPORT SERVICES

PROGRAM

	FY 2011 Expansion/Reduction of Existing Activities				
	(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2011 New Activities				
	(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2011 Total Request				
	(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe				2,013,725	2,013,725
Travel				104,727	104,727
Contractual Services				268,199	268,199
Commodities				83,760	83,760
Other Than Equipment					
Equipment				15,157	15,157
Vehicles					
Wireless Comm. Devs.				900	900
Subsidies, Loans & Grants				190,105	190,105
Total				2,676,573	2,676,573
No. of Positions (FTE)				26.00	26.00

Note: FY2011 Total Request = FY2010 Estimated + FY2011 Incr(Decr) for Continuation + FY2011 Expansion/Reduction of Existing Activities + FY2011 New Activities.

PROGRAM DECISION UNITS

Office of Support Services

1 - OFFICE OF SUPPORT SERVICES

AGENCY

PROGRAM NAME

	A	B	C	D	E	F	G	H
	FY 2010 Appropriation	Escalations By DFA	Non-Recurring Items	Human Resources Needs	Restructure Of Approved Lease	Increase Commodity	Total Funding Change	FY 2011 Total Request
EXPENDITURES:								
SALARIES	1,940,550			73,175			73,175	2,013,725
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	1,940,550			73,175			73,175	2,013,725
TRAVEL	104,727							104,727
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	104,727							104,727
CONTRACTUAL	268,199							268,199
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	268,199							268,199
COMMODITIES	63,760					20,000	20,000	83,760
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	63,760					20,000	20,000	83,760
CAPITAL-OTE								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
EQUIPMENT	15,157							15,157
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	15,157							15,157
VEHICLES								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
WIRELESS DEV	900							900
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	900							900
SUBSIDIES	170,105				20,000		20,000	190,105
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	170,105				20,000		20,000	190,105
TOTAL	2,563,398			73,175	20,000	20,000	113,175	2,676,573

FUNDING:

GENERAL FUNDS								
ST.SUP.SPCL.FUNDS								
FEDERAL FUNDS								
OTHER SP.FUNDS	2,563,398			73,175	20,000	20,000	113,175	2,676,573
TOTAL	2,563,398			73,175	20,000	20,000	113,175	2,676,573

POSITIONS:

GENERAL FTE								
ST.SUP.SPCL.FTE								
FEDERAL FTE								
OTHER SP FTE	26.00							26.00
TOTAL FTE	26.00							26.00

PRIORITY LEVEL:

				1	2	3		
--	--	--	--	---	---	---	--	--

PROGRAM NARRATIVE

Program Data Collected in Accordance with the
Mississippi Performance Budget and Strategic Planning Act of 1994
(To Accompany Form MBR-1-03)

Office of Support Services

1 - OFFICE OF SUPPORT SERVICES

AGENCY NAME

PROGRAM NAME

I. Program Description:

N/A

II. Program Objective:

N/A

III. Current program activities as supported by the funding in Columns 6-15 (FY 10 Estimated & FY 11 Increase/Decrease for continuations) of MBR-1-03 and designated Budget Unit Decisions columns of MBR-1-03-A:

(D) Human Resources Needs:

D. Human Resources Needs

MDRS is requesting an increase in Personnel Services in Reallocations/Reclassifications (\$60,420) and Benchmarks (\$12,755) for the Office of Support Services. These have been fully listed and justified in the FY 2011 Human Resources Needs Narrative and forwarded to the State Personnel Board.
(A-1 Cost Increase \$73,175).

(E) Restructure of Approved Le:

E. Restructure of Approved Lease Purchase

During the 2004 Legislative Session, MDRS was authorized to refinance its state office building in order to obtain a lower rate of interest which in turn provided a substantial interest savings. However in restructuring our loan agreement, our lease agreement with the Department of Finance and Administration (DFA) was also amended. Due to the lease agreement with DFA being amended, our accounting for payments also changed. Under our original agreement, payments were made to DFA and were accounted for as a Contractual expenditure. Based on our new agreement, payments are made directly to the mortgagor and are therefore coded as a Subsidies, Loans, and Grants (SLG) expenditure. Therefore, the increased authority in SLG in this appropriation unit would ensure that bi-annual payments are made to the mortgagor related to the MDRS State Office Building.
(E Cost Increase \$20,000).

(F) Increase Commodity:

F. Increases in Commodity Budget

With the increase from \$500 to \$1,000 for the threshold of equipment, many items that were originally purchased as equipment are now commodity items. This has caused us to notice an increase in our commodity spending in 2009 and an anticipated increase in our budgeted expenditures for 2010 and 2011. Additionally, as prices increase and as needs of our support staff increases, additional commodity authority is important in providing the tools we need to efficiently administer the programs of MDRS.
(C Cost Increase \$20,000)

PROGRAM PERFORMANCE INDICATORS AND MEASURES
Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic
Planning Act of 1994

Office of Support Services

1 - OFFICE OF SUPPORT SERVICES

AGENCY NAME

PROGRAM NAME

PROGRAM OUTPUTS: (This is the measure of the process necessary to carry out the goals and objectives of this program. This is the volume produced, i.e., how many people served, how many documents generated.)

	<u>FY 2009</u> <u>ACTUAL</u>	<u>FY 2010</u> <u>ESTIMATED</u>	<u>FY 2011</u> <u>PROJECTED</u>
1	0.00	0.00	0.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00

PROGRAM EFFICIENCIES: (This is the measure of the cost, unit cost or productivity associated with a given outcome or output. This measure indicates linkage between services and funding, i.e., cost per investigation, cost per student or number of days to complete investigation.)

	<u>FY 2009</u> <u>ACTUAL</u>	<u>FY 2010</u> <u>ESTIMATED</u>	<u>FY 2011</u> <u>PROJECTED</u>
1	0.00	0.00	0.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00

PROGRAM OUTCOMES: (This is the measure of the quality or effectiveness of the services provided by this program. This measure provides an assessment of the actual impact or public benefit of your agency's actions. This is the results produced, i.e., increased customer satisfaction by x% within a 12-month period, reduce the number of traffic fatalities due to drunk drivers within a 12-month period.)

	<u>FY 2009</u> <u>ACTUAL</u>	<u>FY 2010</u> <u>ESTIMATED</u>	<u>FY 2011</u> <u>PROJECTED</u>
1	0.00	0.00	0.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00

PROGRAM 3% GENERAL FUND REDUCTION AND NARRATIVE EXPLANATION

Office of Support Services

	Fiscal Year 2010 Funding			FY 2010 PERCENT REDUCED
	Total Funds	Reduced Amount	Reduced Funding Amount	
Program Name: (1) OFFICE OF SUPPORT SERVICES				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL				
OTHER SPECIAL	2,563,398		2,563,398	
TOTAL	2,563,398		2,563,398	
Narrative Explanation:				
SUMMARY OF ALL PROGRAMS				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL				
OTHER SPECIAL	2,563,398		2,563,398	
TOTAL	2,563,398		2,563,398	

NEW BOARD/COMMISSION MEMBERS

Office of Support Services _____

Agency

A. Explain Rate and manner in which board members are reimbursed:

B. Estimated number of meetings FY2010

C.	Names of Members	City, Town, Residence	Appointed By	Date of Appointment	Length of Term
1.	<u>Hank Bounds, PhD.</u>	<u>Jackson, MS</u>	<u>Ex-Officio</u>	<u>7/1/09</u>	<u>Term of Office</u>
2.	<u>Ed LeGrand</u>	<u>Jackson, MS</u>	<u>Ex-Officio</u>	<u>1/1/07</u>	<u>Term of Office</u>
3.	<u>Curtis Dupree</u>	<u>Tupelo, MS</u>	<u>Governor</u>	<u>7/1/08</u>	<u>5 Years</u>
4.	<u>Jack G. Virden</u>	<u>Vicksburg, MS</u>	<u>Governor</u>	<u>7/1/04</u>	<u>5 Years</u>
5.	<u>James Sardin</u>	<u>Jackson, MS</u>	<u>Ex-Officio</u>	<u>2/1/99</u>	<u>Term of Office</u>
6.	<u>Don Thompson</u>	<u>Jackson, MS</u>	<u>Ex-Officio</u>	<u>1/1/04</u>	<u>Term of Office</u>
7.	<u>Ed Thompson, M.D., M.P.H.</u>	<u>Jackson, MS</u>	<u>Ex-Officio</u>	<u>7/1/07</u>	<u>Term of Office</u>

Identify Statutory Authority (Code Section or Executive Order Number)*

*If Executive Order, please attach copy.

**SCHEDULE B
CONTRACTUAL SERVICES**

Office of Support Services

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011
A. TUITION, REWARDS & AWARDS (61010-61099)			
61010 Tuition			
61020 Employee Training	24,749	30,000	30,000
61030 Registration	1,595		
TOTAL (A)	26,344	30,000	30,000
B. TRANSPORTATION & UTILITIES (61100-61299)			
61110 Postage, Box Rent, etc.	2,778	2,250	2,250
611XX Transportation of Goods (61180-61190)	1,531	500	500
61210 Electricity	42,167	43,000	43,000
61230 Water & Sewage	1,247	1,000	1,000
TOTAL (B)	47,723	46,750	46,750
C. PUBLIC INFORMATION ((61300-61399)			
61310 Advertising & Public Information	3,288	7,000	7,000
61340 Signs & Billboards			
61350 Exhibits & Displays			
TOTAL (C)	3,288	7,000	7,000
D. RENTS (61400-61499)			
61420 Building & Floor Space			
61430 Land			
61440 Office Equipment	38,829	15,000	15,000
61460 Other Equipment			
61470 Capitol Facilities - Rental			
61480 Exhibits, Displays & Conference Rooms	47,914	4,000	4,000
61490 Other Rental	4,633	5,000	5,000
TOTAL (D)	91,376	24,000	24,000
E. REPAIRS & SERVICES (61500-61599)			
61500 Grounds, Walks, Fences & Lots			
61520 Buildings	28,908	30,000	30,000
61530 Machinery & Field Equipment			
61540 Motor Vehicles	2,848	3,000	3,000
61550 Office Equipment & Furniture	5,174	249	249
61580 Shop Equipment			
61590 Miscellaneous Items of Equipment		1,000	1,000
TOTAL (E)	36,930	34,249	34,249
F. FEES, PROFESSIONAL & OTHER SERVICES (61600-61699)			
61611 Architect & Preplan Services	20,000		
61615 SAAS Fees - DFA	4,459	3,000	3,000
61616 MMRS Fees	5,794	5,000	5,000
61620 Department of Audit			
6162X Accounting (61621-61624)			
6163X Legal (61630-61636)	33,387	32,500	32,500
6164X Medical Services (61640-61646)			
61650 State Personnel Board	3,360	3,500	3,500
6165X Personnel Services Contracts (61651-61653)	6,012	2,000	2,000
61658 Personnel Services Contracts - SPAHRS			
6166X Court Costs & Reporters (61661-61666)			
61670 Laboratory & Testing Fees	1,600	2,000	2,000
6168X Contract Worker (61682-61688)			

**SCHEDULE B
CONTRACTUAL SERVICES CONTINUED**

Office of Support Services

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011
F. FEES, PROFESSIONAL & OTHER SERVICES (61600-61699)			
61690 Other Fees & Services	61,955	27,000	27,000
61680 Temporary Employment Fees	4,500	5,000	5,000
61681 Speaker Fees	250		
TOTAL (F)	141,317	80,000	80,000
G. OTHER CONTRACTUAL SERVICES (61700-61899)			
61700 Liability Insurance Pool Contributions (Tort Claims)		1,000	1,000
61710 Insurance & Fidelity Bonds	8,589	8,000	8,000
61715 Insurance Computer Equipment			
61720 Membership Dues	1,082	1,200	1,200
61740 Salvage Demolition & Removal	44		
61800 Procurement Card	5,873	6,000	6,000
TOTAL (G)	15,588	16,200	16,200
H. INFORMATION TECHNOLOGY (61900-61990)			
61902 IS Professional Fees - Outside Vendor			
61905 IS Professional Fees - ITS			
6191X IS Training/Education (61914-61915)	427		
61917 Service Charges to State Data Center	11,942		
61919 Investigative Services - Internet Based	193		
61921 Software Acquisition and Installation	6,991		
61922 Basic Telephone Monthly - Outside Vendor	6,762	10,000	10,000
61923 Basic Telephone Monthly - ITS			
61924 Long Distance Charges - Outside Vendor			
61925 Long Distance Charges - ITS			
61926 Private Data Line Monthly Charges - Outside Vendor			
61927 Private Data Line Monthly Charges - ITS			
61928 Public Network Access Charges - Outside Vendor			
61929 Public Network Access Charges - ITS			
6193X IS Related Rentals (61932-61933)	10,719		
61938 Pager Usage Time - Outside Vendor			
61940 Wireless Data Transmission Charges	6,105		
61961 Maintenance/Repair of IS Equipment	3,437		
61962 Maintenance/Repair of Telephone Systems (ITS)			
6198X Software Maintenance (61980-61989)	4,566		
619XX Data Processing Expenses in ITS Plan		20,000	20,000
TOTAL (H)	51,142	30,000	30,000
I. OTHER (61991-61999)			
6199X Prior Year Expense (61996-61998)	4,763		
61999 Contractual Services - No PO Required			
TOTAL (I)	4,763		

SCHEDULE B
CONTRACTUAL SERVICES CONTINUED

Office of Support Services _____

Name of Agency _____

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011
GRAND TOTAL <i>(Enter on Line I-B of Form MBR-1)</i>	418,471	268,199	268,199
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS	418,471	268,199	268,199
TOTAL FUNDS	418,471	268,199	268,199

**SCHEDULE C
COMMODITIES**

Office of Support Services

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011
A. MAINTENANCE & CONSTR. MATERIALS & SUPPLIES (62010-62099)			
62040 Lumber Parts			
62050 Steel & Other Metals			
62060 Paints			
Total (A)			
B. PRINTING & OFFICE SUPPLIES & MATERIALS (62100-62199)			
62110 Printing Binding	17,056	5,000	7,000
62120 Duplication & Reproduction Supplies	7,591	5,000	5,000
62130 Office Supplies & Materials	739	1,000	1,000
62140 Paper Supplies	17,163	10,000	10,000
62150 Maps, Manuals, Library Books	175	300	500
62160 Office Equipment (not capital outlay)	3,113	4,500	5,000
Total (B)	45,837	25,800	28,500
C. EQUIPMENT REPAIR PARTS, SUPPLIES & ACCES. (62200-62299)			
62210 Fuels - Gasoline	7,288	7,300	10,000
62251 Repair Vehicle			
62270 Radio & TV Supply & Repair			
62271 Repair of Comm Systems, Parts			
62290 Other Equipment Repair Parts			
Total (C)	7,288	7,300	10,000
D. PROFESSIONAL & SCI. SUPPLIES AND MATERIALS (62300-62399)			
62330 Photographic Supplies			
62340 Drugs & Chemicals - Medical & Lab Use			
62350 Classroom Instructional Materials, Including Textbook	781	500	1,000
62390 Other Professional Scientific	136	200	250
Total (D)	917	700	1,250
E. OTHER SUPPLIES & MATERIALS (62400-62999)			
62420 Hardware, Plumbing & Electrical	1,806	1,500	2,200
62450 Janitor Supplies & Cleaning	8,494	3,500	8,850
62460 Wearing Material			
62470 Food			
62475 Food for Business Meetings	66,860	10,000	18,000
62520 Decal Signs			
62530 Uniforms & Wearing Apparel	1,840	1,500	1,500
6255X Repair Parts Telephone & Data Equipment	674	960	960
62560 Eating Utensils			
62590 Other Supplies & Materials			
6259X Other Supplies, Materials, Equipment	22,102	10,000	10,000
62595 Other Equipment (less than \$1,000)			
62800 Procurement Card Expense	3,650	2,500	2,500
62998 Prior year expense			
Total (E)	105,426	29,960	44,010

**SCHEDULE C
COMMODITIES CONTINUED**

Office of Support Services
Name of Agency _____

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011
GRAND TOTAL (A, B, C, D & E) <i>(Enter on Line I-C of Form MBR-1)</i>	159,468	63,760	83,760
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS	159,468	63,760	83,760
TOTAL FUNDS	159,468	63,760	83,760

**SCHEDULE D-1
CAPITAL OUTLAY
OTHER THAN EQUIPMENT**

Office of Support Services _____
Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011
A. LANDS (63100-63199)			
63110 Land for Buildings			
63120 Land for Right-of-Way			
63130 Land for Aggregates			
63170 Land Purchased for Other Purposes			
TOTAL (A)			
B. BUILDINGS & IMPROVEMENTS (63200-63299)			
63250 Buildings - Purchased, Constructed, Remodeled			
TOTAL (B)			
C. INFRASTRUCTURE & OTHER (63500-63999)			
635XX Other			
TOTAL (C)			
GRAND TOTAL <i>(Enter on Line I-D-1 of Form MBR-1)</i>			
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS			
TOTAL FUNDS			

**SCHEDULE D-2
CAPITAL OUTLAY EQUIPMENT**

Office of Support Services

Name of Agency

EQUIPMENT BY ITEM	Act. FY Ending June 30, 2009		Est. FY Ending June 30, 2010		Req. FY Ending June 30, 2011		
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Cost Per Unit	Total Cost
A. VEHICLES (see form MBR-1-D-3)							
B. ROAD MACHINERY, FARM & OTHER EQUIPMENT							
63320 Road Machinery							
TOTAL (B)							
C. OFFICE MACHINES, FURNITURE, FIXTURES, EQUIP.							
63330 Office Equipment, Furniture	1	1,198	1	2,000	1	2,000	2,000
TOTAL (C)		1,198		2,000			2,000
D. IS EQUIPMENT (DP & TELECOMMUNICATIONS)							
63421 IT/IS Equipment	5	7,438	1	12,357	1	12,357	12,357
TOTAL (D)		7,438		12,357			12,357
E. EQUIPMENT - LEASE PURCHASE (63460-63476)							
63462 Lease-Purchase - Information Systems Equipment							
63463 Lease-Purchase - Telecom. Infrastructure / Equipment							
63468 Lease-Purchase - Telephone Equipment							
63469 Lease-Purchase - Two-way Radio Equipment							
63476 Lease-Purchase - Other Equipment							
TOTAL (E)							
F. OTHER EQUIPMENT							
63490 Other Equipment	1	370	1	800	1	800	800
63396 Betterments or Accessories for Vehicles							
63495 Betterments or Accessories for Other than Vehicles							
TOTAL (F)		370		800			800
GRAND TOTAL <i>(Enter on Line I-D-2 of Form MBR-1)</i>		9,006		15,157			15,157
FUNDING SUMMARY:							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS		9,006		15,157			15,157
TOTAL FUNDS		9,006		15,157			15,157

**SCHEDULE D-3
PASSENGER/WORK VEHICLES**

Office of Support Services

Name of Agency

MINOR OBJECT OF EXPENDITURE	Vehicle Inventory	FY Ending	June 30, 2009	FY Ending	June 30, 2010	FY Ending	June 30, 2011
	June 30, 2009	No. of Vehicles	Actual Cost	No. of Vehicles	Estimated Cost	No. of Vehicles	Requested Cost
A. PASSENGER & WORK VEHICLES (63310, 63390-63400)							
63310 Automobile, Compact Sedan (AU CS)							
63310 Automobile, Full Size Sedan (AU FS)							
63310 Automobile, Mid Size Sedan (AU MS)							
63310 Automobile, Mid Size Station Wagon (AU MW)							
63310 Automobile Utility (AU UT)							
63390 Truck, Carry-All (TK CA)							
63390 Truck, Compact Pickup (TK CU)							
63390 Truck, Dump Bed (TK DU)							
63390 Truck, Medium Duty 2.5 Ton (TK MD)							
63390 Truck, Mid Size Pickup (TK MU)	1						
63391 Truck, Heavy Duty 5 Ton (TK HD)							
63391 Truck, Heavy Duty Pickup (TK HU)							
63392 Sport Utility Vehicle (TK SU)							
63393 Van, Cargo (VN CD)							
63393 Van, Full Size (VN FV)							
63393 Van, Mid Size (VN MV)							
63400 Other Vehicles							
TOTAL (A)	1						
B. BETTERMENTS OR ACCESSORIES FOR VEHICLES (63395)							
63395 Betterments or Accessories for Vehicles							
TOTAL (B)							
GRAND TOTAL <i>(Enter on Line I-D-3 of Form MBR-1)</i>							
FUNDING SUMMARY:							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS							
TOTAL FUNDS							

**SCHEDULE D-4
WIRELESS COMMUNICATION DEVICES**

Office of Support Services
Name of Agency _____

MINOR OBJECT OF EXPENDITURE	Device Inventory June 30, 2009	Act FY Ending June 30, 2009		Est FY Ending June 30, 2010		Req FY Ending June 30, 2011	
		No. of Devices	Actual Cost	No. of Devices	Estimated Cost	No. of Devices	Requested Cost
A. CELLULAR PHONES (63435)							
63435 Cellular Phones							
Total (A)							
B. PAGERS (63434)							
63434 Pagers, Paging Equipment							
Total (B)							
C. WIRELESS PERSONAL DIGITAL ASSISTANTS (63435)							
63435 Wireless PDAs, Blackberry, etc	10	1	376	3	900	3	900
Total (C)	10	1	376	3	900	3	900
GRAND TOTAL <i>(Enter on Line 1-D-4 of Form MBR-1)</i>			376		900		900
FUNDING SUMMARY:							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS			376		900		900
TOTAL FUNDS			376		900		900

**SCHEDULE E
SUBSIDIES, LOANS & GRANT**

Office of Support Services

Name of Agency _____

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011
A. SCHOOL GRANTS TO COUNTIES & MUNICIPALITIES (64000-64599)			
TOTAL (A)			
B. GRANTS TO I.H.L. & OTHER POLITICAL SUBDIVISIONS (64600-64699)			
TOTAL (B)			
C. GRANTS TO NON-GOVERNMENT INSTNS & INDS (64700-64999)			
65020 Principal on Other Indebtedness	129,209	126,555	140,955
65040 Interest on Other Indebtedness	36,583	35,000	40,000
TOTAL (C)	165,792	161,555	180,955
D. DEBT SERVICE & JUDGEMENTS (65000-65399)			
65040 Interest on Lease Purchases			
65070 Other Service Charges	338	400	500
TOTAL (D)	338	400	500
E. OTHER (66000-89999)			
66040 Disabled Assistance	7,298	7,500	8,000
78120 Vehicle Inspection Stickers	224	250	250
89150 Other Funds		400	400
TOTAL (E)	7,522	8,150	8,650
GRAND TOTAL <i>(Enter on Line I-E of Form MBR-1)</i>	173,652	170,105	190,105
FUNDING SUMMARY:			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS	173,652	170,105	190,105
TOTAL FUNDS	173,652	170,105	190,105

**NARRATIVE
2011 BUDGET REQUEST**

Office of Support Services
Name of Agency

DEPARTMENT OF REHABILITATION SERVICES
OFFICE OF SUPPORT SERVICES

PROGRAM NARRATIVE

PROGRAM NARRATIVE
OFFICE OF SUPPORT SERVICES

- I. Concise narrative description of the program (for purposes of publication).

NARRATIVE
2011 BUDGET REQUEST

Office of Support Services
Name of Agency

The Office of Support Services provides general executive oversight and uniform administrative policies and support to the Department.

II. Statement of basic overall objective of the program.

To provide the program offices with all the support necessary to enable them to deliver client services in the most effective and efficient manner, while complying with all relevant state and federal statues and regulations.

III. Statement of the current program activities, including desired outcomes as supported by the funding in Columns 5 - 12 of MBR 1-03.

The Office of Support Services provides and coordinates the personnel, payroll, public information, training, accounting, budgeting, purchasing, internal auditing, physical facilities, and information management functions for the Department.

IV. Statement of the additional activities and outcomes that will result from the increased funding in Columns 13 - 20 of the MBR 1-03.

No expansion of activities is planned.

V. Summary of key performance indicators.

The success of the Office of Support Services is ultimately measured by the success of the direct client services offices. Personnel in this appropriation unit are utilized as a support function to those front line workers throughout the State of Mississippi. The Department will continue to evaluate procedures of this appropriation unit to ensure that our program offices are provided with efficient and timely support.

**OUT-OF-STATE TRAVEL
FISCAL YEAR 2009**

Office of Support Services

Agency Name

Note: All expenditures recorded on this form must be totaled and said total must agree with the out-of-state travel amount indicated for FY 2009 on Form Mbr-1, line I.A.2.b.

Employee's Name	Destination	Purpose	Travel Cost	Funding Source
Browning, Shelia	San Francisco, CA	IIA's International Conference	2,977	100% OTHER
Browning, Shelia	Baltimore, MD	National DDS Fiscal Training	587	100% OTHER
Browning, Shelia	Boston, MA	Natl. Home & Community Based Services	1,057	100% OTHER
Browning, Shelia	St. Louis, MO	NRA Meeting	888	100% OTHER
Browning, Shelia	San Diego, CA	CSAVR Fall Conference	2,403	100% OTHER
Browning, Shelia	Phoenix, AZ	CSAVR Winter Executive Committee Meeting	687	100% OTHER
Browning, Shelia	Alexandria, VA	2009 NRA Govt. Affairs Summit	1,345	100% OTHER
Browning, Shelia	San Antonio, TX	Natl. Council on Rehab. Ed. Leadership	679	100% OTHER
Browning, Shelia	Bethesda, MD	2009 CSAVR Spring Conference	1,886	100% OTHER
Browning, Shelia	Detroit, MI	2009 SSA Disability Management Forum	685	100% OTHER
Browning, Shelia	Savannah, GA	SERNA/GRA Conference	1,624	100% OTHER
Easley, Jason	San Francisco, CA	IIA's International Conference	3,525	100% OTHER
Easley, Jason	Alexandria, VA	NRA Financial Review	1,155	100% OTHER
Embry, Kristy	Alexandria, VA	2009 NRA Govt. Affairs Summit	2,375	100% OTHER
Howard, Christopher	San Diego, CA	CSAVR Fall Conference	1,399	100% OTHER
Howard, Christopher	Bethesda, MD	2009 CSAVR Spring Conference	2,190	100% OTHER
Howard, Christopher	SanDestin, FL	MS Society of CPA's 2009	2,000	100% OTHER
Johnson, Jimmy H	New Orleans, LA	SCPHP Advisory Board Meeting-Tulane	431	100% OTHER
Klar, Pat	San Diego, CA	CSAVR Fall Conference	1,693	100% OTHER
Klar, Pat	Bethesda, MD	2009 CSAVR Spring Conference	1,126	100% OTHER
McMillan, Hubert S	San Francisco, CA	IIA's International Conference	2,814	100% OTHER
McMillan, Hubert S	Washington, DC	NRA Meeting	1,570	100% OTHER
McMillan, Hubert S	Chicago, IL	CSAVR Committee Meeting	1,124	100% OTHER
McMillan, Hubert S	Baltimore, MD	National DDS Fiscal Training	581	100% OTHER
McMillan, Hubert S	Alexandria, VA	RSA Fiscal & Data Management Conference	2,007	100% OTHER
McMillan, Hubert S	St. Louis, MO	NRA Meeting	1,005	100% OTHER
McMillan, Hubert S	Grand Traverse, MI	Michigan Rehab. Assoc. Training Conference	457	100% OTHER
McMillan, Hubert S	San Diego, CA	2009 CSAVR Fall Conference	2,555	100% OTHER
McMillan, Hubert S	Atlanta, GA	Georgia Rehab. Council	1,177	100% OTHER
McMillan, Hubert S	Phoenix, AZ	CSAVR Winter Executive Committee Meeting	1,868	100% OTHER
McMillan, Hubert S	Fall Church, VA	ODAR/CSAVR	1,181	100% OTHER
McMillan, Hubert S	San Antonio, TX	Natl. Council on Rehab. Ed. Leadership	985	100% OTHER
McMillan, Hubert S	Alexandria, VA	2009 NRA Govt. Affairs Summit	1,230	100% OTHER
McMillan, Hubert S	Louisville, KY	Planning Meeting - 2009 NRA Conference	193	100% OTHER
McMillan, Hubert S	Bethesda, MD	2009 CSAVR Spring Conference	2,538	100% OTHER
McMillan, Hubert S	SanDestin, FL	MS Society of CPA's 2009	436	100% OTHER
McMillan, Hubert S	Hot Springs, Ark.	Arkansas Rehab. Council	112	100% OTHER
McMillan, Hubert S	Savannah, GA	SERNA/GRA Conference	1,570	100% OTHER
Miller, Norman W.	Alexandria, VA	RSA Fiscal & Data Management Conference	4,120	100% OTHER
Henley, Rebecca M.	Alexandria, VA	NRA Training	6,007	100% OTHER
Henley, Rebecca M.	Alexandria, VA	National Rehab. Assoc. Training	5,463	100% OTHER
Wagner, Natalie	Chicago, IL	CSAVR Committee Meeting	1,015	100% OTHER
Wagner, Natalie	St. Louis, MO	NRA Meeting	848	100% OTHER
Wagner, Natalie	Grand Traverse, MI	Michigan Rehab. Assoc. Training Conference	1,006	100% OTHER
Wagner, Natalie	San Diego, CA	CSAVR Fall Conference	1,799	100% OTHER
Wagner, Natalie	Alexandria, VA	2009 NRA Govt. Affairs Summit	1,280	100% OTHER

**OUT-OF-STATE TRAVEL
FISCAL YEAR 2009**

Office of Support Services

Agency Name

Note: All expenditures recorded on this form must be totaled and said total must agree with the out-of-state travel amount indicated for FY 2009 on Form Mbr-1, line I.A.2.b.

Employee's Name	Destination	Purpose	Travel Cost	Funding Source
Wagner, Natalie	Louisville, KY	Planning Meeting - 2009 NRA Conference	204	100% OTHER
Watkins, Fred P	New Orleans, LA	SCPHP Advisory Board Meeting-Tulane	167	100% OTHER
Total Out of State Travel Cost			\$76,024	

FEES, PROFESSIONAL AND OTHER SERVICES
(EXPENDITURE CODES 61600-61699)

Office of Support Services

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011	Fund Num.
61611 Architect & Preplan Services					
Pileum Corp / Consultation for Data Center		20,000			100% Other
<i>Comp. Rate: 135.00 Per Hour</i>					
TOTAL 61611 Architect & Preplan Services		20,000			
61615 SAAS Fees - DFA					
State Treasurer 3130 / SAAS Production Charges		4,459	3,000	3,000	100% Other
<i>Comp. Rate: Billing by DFA</i>					
TOTAL 61615 SAAS Fees - DFA		4,459	3,000	3,000	
61616 MMRS Fees					
State Treasurer 3125 / MMRS Revolving Charges		5,794	5,000	5,000	100% Other
<i>Comp. Rate: Billing by DFA</i>					
TOTAL 61616 MMRS Fees		5,794	5,000	5,000	
61620 Department of Audit					
TOTAL 61620 Department of Audit					
6162X Accounting (61621-61624)					
TOTAL 6162X Accounting (61621-61624)					
6163X Legal (61630-61636)					
State Treasurer 3071 / Legal Services provided by AG's Office		33,387	32,500	32,500	100% Other
<i>Comp. Rate: Billing by AG's Office</i>					
TOTAL 6163X Legal (61630-61636)		33,387	32,500	32,500	
6164X Medical Services (61640-61646)					
TOTAL 6164X Medical Services (61640-61646)					
61650 State Personnel Board					
State Treasurer 3614 / Personnel Board Fees		3,360	3,500	3,500	100% Other
<i>Comp. Rate: Billing Based on Per PIN</i>					
TOTAL 61650 State Personnel Board		3,360	3,500	3,500	
6165X Personnel Services Contracts (61651-61653)					
Jack Virden / Travel Reimbursement		1,255			100% Other
<i>Comp. Rate: Approved State Rate</i>					
American Express / Purchase of Airline Ticker		3,725	2,000	2,000	100% Other
<i>Comp. Rate: State Airline Rates</i>					
Vicki Killingsworth / Travel Reimbursement		352			100% Other
<i>Comp. Rate: Approved State Rates</i>					
Suite Dreams America, Inc. / Lodging for Managers Meeting		218			100% Other
<i>Comp. Rate: Approved State Rates</i>					
Marriott - Jackson / Statewide Conference Lodging		86			100% Other
<i>Comp. Rate: Rental Rates</i>					
Pearl River Resort / Managers Meeting - Lodging		174			100% Other
<i>Comp. Rate: Rental Rates</i>					
Sara Deloach / Travel Reimbursement for Conference		202			100% Other
<i>Comp. Rate: Approved State Rates</i>					
TOTAL 6165X Personnel Services Contracts (61651-61653)		6,012	2,000	2,000	

FEES, PROFESSIONAL AND OTHER SERVICES

Office of Support Services

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011	Fund Num.
61658 Personnel Services Contracts - SPAHRS					
TOTAL 61658 Personnel Services Contracts - SPAHRS					
6166X Court Costs & Reporters (61661-61666)					
TOTAL 6166X Court Costs & Reporters (61661-61666)					
61670 Laboratory & Testing Fees					
MEA Drug Testing / Drug Test		1,600	2,000	2,000	100% Other
<i>Comp. Rate: Flat Fee</i>					
TOTAL 61670 Laboratory & Testing Fees		1,600	2,000	2,000	
6168X Contract Worker (61682-61688)					
TOTAL 6168X Contract Worker (61682-61688)					
61690 Other Fees & Services					
Advantage Specialty / Marketing		95			100% Other
<i>Comp. Rate: Set up Chr. - Varies</i>					
Amacker, Inc. / Marketing & Advertising		14,777			100% Other
<i>Comp. Rate: 10-radio/1,880 Billboard</i>					
American Future System, Inc. / Room Rental Charge		100			100% Other
<i>Comp. Rate: \$50/Per Hour</i>					
Arinder Video Duplication, Inc. / Copy Conference Material		1,045			100% Other
<i>Comp. Rate: Set Fee</i>					
Atwood Advertising / Promotional Items		308			100% Other
<i>Comp. Rate: Varies</i>					
Caption First, Inc. / Close Caption		1,128			100% Other
<i>Comp. Rate: Flat Fee</i>					
Echostar Satellite, Corp. / Cable Services		1,124			100% Other
<i>Comp. Rate: \$94.98 Per Month</i>					
Hilton - Jackson / Other Fees		6,945			100% Other
<i>Comp. Rate: Varies</i>					
Jackson Convention Complex / Other Fees		11,423			100% Other
<i>Comp. Rate: Varies</i>					
Jackson Thornton & Co. / Speaker Fees		2,926			100% Other
<i>Comp. Rate: Flat Fee</i>					
Life of Mississippi / Registration		200			100% Other
<i>Comp. Rate: \$60.00 Registration Fee</i>					
Living Independence for Everyone / Conference Sponsorship		5,000			100% Other
<i>Comp. Rate: \$5000.00 Fee</i>					
Magnolia Clipping Services / Clipping Services		901			100% Other
<i>Comp. Rate: Varies</i>					
Myron Business Gifts / Other Fees		44			100% Other
<i>Comp. Rate: Varies</i>					
Pearl River Resort / Other Fees		493			100% Other
<i>Comp. Rate: Billed Amount</i>					
Suite Dreams America, Inc. / Other Fees		133			100% Other
<i>Comp. Rate: Varies</i>					
Whitten Group, PA / Training Services		11,249	27,000	27,000	100% Other
<i>Comp. Rate: \$125 Per Hr./Plus Travel</i>					
Zebra Marketing / Marketing		360			100% Other
<i>Comp. Rate: Varies</i>					

FEES, PROFESSIONAL AND OTHER SERVICES

Office of Support Services

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2009	(2) Estimated Expenses FY Ending June 30, 2010	(3) Requested for FY Ending June 30, 2011	Fund Num.
Cost Allocation / Cost Allocation Plan <i>Comp. Rate: Varies</i>		3,704			100% Other
TOTAL 61690 Other Fees & Services		<u><u>61,955</u></u>	<u><u>27,000</u></u>	<u><u>27,000</u></u>	
61680 Temporary Employment Fees					
Temp Staff, Inc. / General Clerical Duties <i>Comp. Rate: \$10.88 Per Hour</i>		4,500	5,000	5,000	100% Other
TOTAL 61680 Temporary Employment Fees		<u><u>4,500</u></u>	<u><u>5,000</u></u>	<u><u>5,000</u></u>	
61681 Speaker Fees					
Stephanie Bell Flynt / Speaker Fees <i>Comp. Rate: Flat Fee</i>		250			100% Other
TOTAL 61681 Speaker Fees		<u><u>250</u></u>			
GRAND TOTAL (61600-61699)		141,317	80,000	80,000	

VEHICLE PURCHASE DETAILS

Office of Support Services _____

Name of Agency

Year	Model	Person(s) Assigned To	Vehicle Purpose/Use	FY2011 Req. Cost
				0
				<hr/>
				0
			TOTAL VEHICLE REQUEST	0

**VEHICLE INVENTORY
AS OF JUNE 30, 2009**

Office of Support Services _____

Name of Agency

Veh. Type	Vehicle Descript.	Model Year	Model	Person(s) Assigned To	Purpose/Use	Tag Number	Mileage On 6-30-09	Average Miles per Year	Replacement Proposed	
									FY 2010	FY 2011
W	Pick-up	1994	Ford	Tommy Browning, Andy Byars, Ronald Grisham	Maintenance	S-15067	68,517	4,500		

Vehicle Type = Passenger/Work

**PRIORITY OF DECISION UNITS
FISCAL YEAR 2011**

Office of Support Services
Agency Name

Program	Decision Unit	Object	Amount
Priority # 1			
Program # 1 : OFFICE OF SUPPORT SERVICES	Human Resources Needs		
		Salaries	73,175
		Total	73,175
		Other Special Funds	73,175
Priority # 2			
Program # 1 : OFFICE OF SUPPORT SERVICES	Restructure of Approved Lease		
		Subsidies	20,000
		Total	20,000
		Other Special Funds	20,000
Priority # 3			
Program # 1 : OFFICE OF SUPPORT SERVICES	Increase Commodity		
		Commodities	20,000
		Total	20,000
		Other Special Funds	20,000

CAPITAL LEASES

Office of Support Services

Name of Agency

Vendor/ Item Leased	Original Date of Lease	Original Number of Months of Lease	Number of Months Remaining on 6-30-09	Last Payment Date	Interest Rate	Amount of Each Monthly/Yearly Payment			Total of Payments to be Made								
						Principal	Interest	Total	Actual FY 2009	Estimated FY 2010			Requested FY 2011				
										Principal	Interest	Total	Principal	Interest	Total		
/	//	0	0	//	.000												

Summary of 3% General Fund Program Reduction to FY2010 Appropriated Funding by Major Object

Office of Support Services

Major Object	FY2010 GENERAL FUND REDUCTION	AFFECT ON FY2010 STATE SUPPORT SPECIAL FUNDS	AFFECT ON FY2010 FEDERAL FUNDS	AFFECT ON FY2010 OTHER SPECIAL FUNDS	TOTAL 3% REDUCTIONS
PERSONAL SERVICES					
TRAVEL					
CONTRACTUAL SERVICES					
COMMODITIES					
OTHER THAN EQUIPMENT					
EQUIPMENT					
VEHICLES					
WIRELESS COMM. DEVICES					
SUBSIDIES, LOANS, ETC					
TOTALS					